



# Department of Administrative Services

**State of Connecticut**

## STATEWIDE WORKERS' COMPENSATION PROGRAM DIRECTOR

Are you an accomplished Workers' Compensation Specialist looking for a challenging career opportunity?

Are you an accomplished Workers Compensation Specialist looking for a challenging career opportunity? If so, the Department of Administrative Services is seeking an energetic/dynamic professional to lead Connecticut's Workers Compensation Program. The State of Connecticut Workers Compensation Program is centrally administered through the Department of Administrative Services (DAS), under authority of C.G.S. § 31-284a. DAS is committed to administering the State of Connecticut Workers' Compensation Program to be current with the standards of an ever-changing industry. The main objective is to achieve the delicate balance between cost effectiveness for the State and the delivery of a responsive program to injured state employees. The goal is to empower and support state agencies to meet the established operational procedures within the program as well as assisting them to promote a culture of safety within their respective workforces.



**We Invite You  
to Explore This  
Rare Career  
Opportunity**

# THE RESPONSIBILITIES

This position is accountable for directing the Statewide Workers' Compensation and Loss Control Program. The Statewide Workers' Compensation Unit establishes operational procedures for state agencies to use, helps them follow the procedures and helps agencies promote a culture of safety.

Specifically, this position manages approximately 15 employees and is accountable for:

- ensuring that workers' compensation standards, and related policies and procedures are communicated to state agencies and consistently followed by interpreting and administering related laws;
- directing the operations of the centralized workers' compensation system for small and medium-sized agencies (SmART);
- acting as the single DAS point of contact with the Office of the Attorney General on authorizing settlements and stipulated agreements to date on contested Workers' Compensation cases;
- working with agencies to develop and implement strategies to reduce work-related injuries and claim activity;
- administering the state's contract with the third party administrator (TPA) and monitoring their compliance with the contract;
- reviewing the effectiveness of agency or statewide programs against financial and claim data provided by the TPA;
- consulting with the TPA in planning and implementing cost controls;
- evaluating proposed legislation for impact on the program.

In addition to these duties, the incumbent will also manage the day to day operations of the Master Insurance Program and the State Marshal Commission (which includes coordinating the hiring and training process for new marshals).

For a complete description of duties, follow this link to the job specification for Workers Compensation Program Director:

<http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=7051>

For more information about the programs, please visit its respective website at:

**State of CT Workers Compensation Program:**

<http://das.ct.gov/cr1.aspx?page=147>

**State Marshal Commission:** <http://das.ct.gov/cr1.aspx?page=107>

**Master Insurance Program:** <http://das.ct.gov/cr1.aspx?page=221>

# QUALIFICATIONS

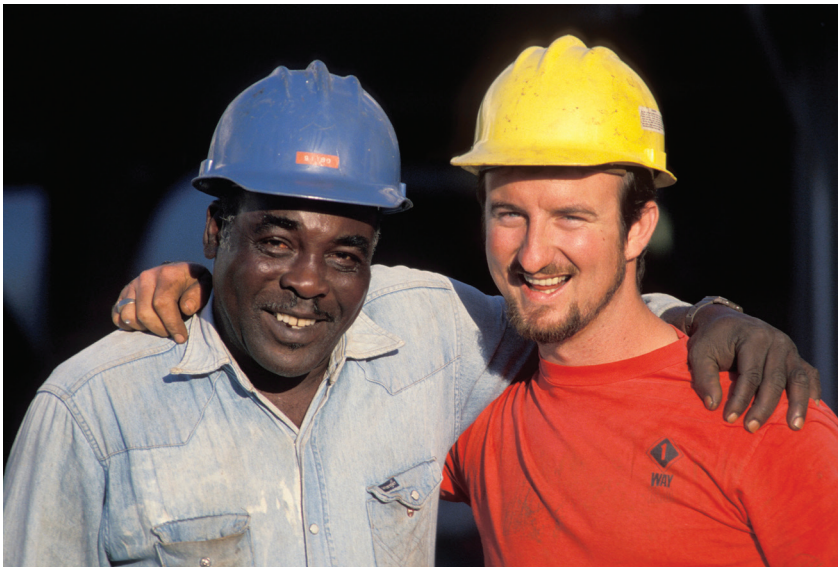
This is a competitive classification that DOES NOT require candidates to have applied for and passed the Statewide Workers' Compensation Program Director exam. EXAMINATION IS NOT REQUIRED.

The minimum qualifications for this position require ten (10) years of professional experience in workers' compensation, risk management and loss control or a closely related field; with two (2) years having been in a managerial capacity in a workers' compensation program.

NOTE: Managerial experience is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies and developing and/or monitoring a budget.

The following substitutions can replace additional years of required minimum experience as noted below:

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- A Master's degree in business administration, public administration, human resources management or a closely related field may be substituted for one (1) additional year of the General Experience.
- A law degree may be substituted for one (1) additional year of the General Experience.
- Certification in any of the following may be substituted for one (1) year of the General Experience: Certified Public Accountant or Certified Internal Auditor.
- Associate membership, by examination, of the Society of Actuaries (SOA) may substitute for one (1) year of the General Experience.
- For state employees, two (2) years as a Workers' Compensation Program Coordinator may be substituted for the General and Special Experience.
- Three (3) years experience as an attorney handling primarily workers compensation cases and issues may be substituted for the General and Special Experience.



## THE IDEAL CANDIDATE WILL HAVE...



- Experience in administering and developing loss control/safety and workers' compensation programs for a large company
- Experience with ensuring compliance with state regulations and statutes as well as implementation of corrective strategies necessary to ensure compliance with all regulatory, statutory and contractual obligations
- Experience in Workers' compensation in both the public and private sector
- Experience and knowledge of loss prevention and risk management methodologies; utilization review and claims management
- Experience with both reserve and settlement authority
- Knowledge and experience working with State's Workers' Compensation Commission
- Effective oral and written communication skills





## COMPENSATION PACKAGE

**Salary MP 70 (\$105,623- \$144,021)** The total compensation package plan includes a generous benefit package worth over 50 percent of the employee's salary. Benefits and options include: extensive medical and dental insurance options, long and short term disability, life insurance, excellent retirement plan, deferred compensation plan, a generous vacation plan personal leave, sick leave, 12 paid holidays, dependent care assistance program, and medical flexible spending account program. For further information on employee benefits, please see: [www.osc.ct.gov/benefits/docs/EmployeeHandbook.pdf](http://www.osc.ct.gov/benefits/docs/EmployeeHandbook.pdf).

## TO APPLY

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed State CT-HR-12 Application ([http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)), resume, last two performance appraisals (for state employees), and a copy of law degree (if applicable), by close of business on Friday, September 4, 2015, to:

**Please send your application materials to:**

**Attn: Susan Turko  
Department of Administrative Services  
165 Capitol Avenue  
Hartford, CT 06106  
E-MAIL: [Susan.Turko@ct.gov](mailto:Susan.Turko@ct.gov) or Fax: (860) 622-2835**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.